

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH SCHOOL OF NURSING POLICY & PROCEDURE MANUAL

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| Subject: ADMISSIONS | Original Issue Date: 1995 | Policy #: 800 |
| | Supersedes: November 29, 2018 | Effective Date: January 30, 2020 |
| Individuals/Committees Consulted: Admission & Promotions Faculty Organization | Reviewed & Approved by: Director, OES SON Planning College Governance | Approved by: Dean, School of Nursing (Signature on File) Provost, College of Nursing and Allied Health (Signature on file) |

PURPOSE:

To identify the School of Nursing (SON) admissions requirements and to standardize the student selection process

POLICY:

Minimum Admission Requirements

Los Angeles County Residency

- Resident of Los Angeles County for one year immediately prior to admission
- Residency requirement will be waived for veterans or their dependents.

Education

- U.S. high school graduate or equivalent
- Minimum overall grade point average (GPA) of 2.5 in college academic courses, from a U.S. accredited college or university
- Minimum grade of "C" in required prerequisite college courses (X = required course):
- Minimum overall GPA of "3.0 B" in required prerequisite College Science courses

| | Semester Units | | Basic RN | LVN-RN Option I | LVN-RN Option II |
|--|----------------|-----|----------|-----------------|------------------|
| | Theory | Lab | | | |
| College Science courses | | | | | |
| Human Anatomy * | 3 | 1 | X | X | |
| Human Physiology * | 3 | 1 | X | X | X |
| Microbiology * | 3 | 1 | X | X | X |
| College English Composition | 3 | | X | X | |
| Life Span Psychology (infancy through old age) | 3 | | X | X | |
| Sociology | 3 | | X | X | |
| Humanities | 3 | | X | X | |
| U.S. Political Science or U.S. History | 3 | | X | X | |
| Speech 101 | 3 | | X | X | |
| PE | | 1 | X | X | |

* Science courses must be completed within 7 years prior to nursing program admission.
Licensed Vocational Nurse (LVN) Option II – No recency requirement

Subject:

Admissions**Test for Essential Academic Skills (current ATI TEAS)**

- Total score of 64.7% or above
- TEAS may be repeated once to achieve the minimum required score.

LVN Option II: results are used for advisement only

Clearance

Final acceptance into the nursing program is contingent upon:

- Satisfactory health status, as validated by a physician. Forms will be provided
- Completion of all clearances: criminal background and health
- Evidence of a current Basic Life Support (BLS) card for Healthcare Providers issued by the American Heart Association (AHA).

Advanced Placement

LVN Option I – Career Mobility

- Individuals who successfully complete this option are:
 - Graduates of the School of Nursing
 - Awarded the Associate of Science degree in Nursing from the College
 - Eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

LVN Option II – 30 Unit Option

Required by California Code of Regulations, Title 16, Division 14: Board of Registered Nursing (BRN)

- Individuals who successfully complete the nursing program are:
 - Not considered graduates of the School of Nursing
 - Not awarded an Associate degree from the College
 - Eligible to apply to take the NCLEX-RN for licensure in California.

LVNs are eligible to apply for Advanced Placement Options.

- Advanced placement LVNs enter the nursing program in the 3rd semester following successful completion of the Nursing Transition course (N125).

Admission Requirements: LVN Option I

Completion of minimum admission requirements

Graduate of an accredited vocational nursing program

Current, valid, California LVN license

Admission Requirements: LVN Option II (30 Unit Option)

Completion of minimum admission requirements

- No recency requirement for science courses
- TEAS test results are used for advisement only

Current, valid, California LVN license

Third semester pharmacology course (N231) is NOT required

Subject:

Admissions

Other Applicants

Foreign graduate nurses are admitted, based on space availability, to nursing courses required to meet California educational requirements for the NCLEX-RN examination.

International students on F1 Visas are not eligible for acceptance.

Student Selection

Admissions & Promotions Committee reviews and approves the student selection process.

Students must satisfactorily complete all admission requirements to be eligible for selection.

A point system will be used to select qualified applicants.

Basic (generic, two-year) program and LVN Option I point system:

- Total Possible Points = 100

| | |
|-------------|---------------------------------|
| ATI TEAS | Total Possible Points = 20 |
| ✓ 20 points | 75% or above on first attempt |
| ✓ 15 points | 64.7% or above on first attempt |

- College Academic Courses Total Possible Points = 71

| | Points for Grade | | |
|--|------------------|----|---|
| | A | B | C |
| Anatomy 1 | 15 | 10 | 5 |
| Physiology 1 | 15 | 10 | 5 |
| Microbiology 20 | 15 | 10 | 5 |
| English 101 | 10 | 8 | 6 |
| Psychology 41 | 3 | 2 | 1 |
| Sociology 1 | 3 | 2 | 1 |
| Speech 101 | 3 | 2 | 1 |
| Humanities requirement | 3 | 2 | 1 |
| U.S. Political Science or U.S. History | 3 | 2 | 1 |
| PE | 1 | 1 | 1 |

- Bonus Points Total Possible Points = 4
- 1 point each is awarded to applicants who:
 - ✓ Are employed by the County of Los Angeles
 - ✓ Basic program applicants – 1 point for having been employed a minimum of 6 months in a health care facility (direct patient care) or minimum of 100 hours of volunteer work at a health care facility within the last five years
 - ✓ LVN Option I applicants – 1 point for having been employed a minimum of 6 months providing direct patient care.
 - ✓ Veterans or their dependents

Interview Process: 5 points

(Candidates with the highest total possible points, will participate in a mandatory faculty interview process)

LVN Option II point system:

- Total Possible Points = 38
- College Academic Courses Total Possible Points = 30

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- Points for Grade

| | A | B | C |
|-----------------|----|----|---|
| Physiology 1 | 15 | 10 | 5 |
| Microbiology 20 | 15 | 10 | 5 |

Bonus Points

Total Possible Points = 3

- 1 point each is awarded to applicants who:
 - ✓ Are employed by the County of Los Angeles
 - ✓ Have been employed a minimum of 6 months providing direct patient care.
 - ✓ Veterans or their dependents

Interview Process: 5 points

(Candidates with the highest total possible points, will participate in a mandatory faculty interview process)

Applications are accepted:

- | | | |
|---|------------------------------|--------------|
| • June 15 th – July 15 th | Two year program | Spring entry |
| • Jan 15 th – Feb 15 th | Two year program | Fall entry |
| • Nov 1 st – Dec 1 st | LVN to RN advanced placement | Summer entry |
- (Includes Military Health Care Occupations)

Pre-enrollment information sessions are given by the Office of Educational Services (OES).

Official transcripts for high school and all college work must be mailed directly from the schools attended.

Applications and transcripts are the permanent property of the College and will not be released to the applicant or any other person or institution.

Applicants who fail to provide accurate information:

- May not be considered for admission
- May not be allowed to remain in the program if discrepancies are discovered after enrollment.

Deliberate falsification of information is basis for dismissal.

Admissions Notification

Notifications of program acceptance are mailed by:

- May 15th for the Fall semester entry – two year program
- October 1st for the Spring semester – two year program
- March 15th for Summer entry – LVN to RN advanced placement

PROCEDURE:

Admission

Incomplete applications will not be reviewed and applicants will have to reapply.

Applicant:

- Requests transcripts to be mailed directly to the OES. The following must be received by application deadline:

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- Official transcript from each college attended
- Official U.S. high school transcript with graduation date or equivalent documentation
 - ✓ Contact OES for options that meet the equivalent
 - ✓ Applicants who have an associates or bachelor's degree from an accredited U.S. educational institution do not have to submit a high school transcript
- Official transcript from vocational nursing and military health occupation training program
- Completes
 - All college prerequisite courses by the application deadline
 - Pre-entrance test: ATI TEAS by designated dates
 - ✓ Applicants must request ATI to send TEAS test results directly to the OES
- Submits the following by the application deadline:
 - Online application
 - Supervisor verification of LA County/health/acute care facility employment/volunteer work on official letterhead stationary to be eligible for bonus points. No copies will be accepted or considered
 - ATI TEAS results
- Utilizes document tracking via applicant portal ~~Communicates with OES~~ to verify that all admissions requirements have been met by published application deadlines.

Designated OES staff:

- Creates individual applicant file
- Notifies applicants if proof of residency is required
- Confirms that all transcripts and bonus point verifications have been received and entered in document tracking
- Evaluates transcripts to ensure submitted course work meets prerequisite criteria
- Files ATI TEAS scores/reports as received
- Enters applicant points on Point System Scoring Sheet and calculates total points
- Creates ranked list of all eligible applicants using point
- Provides Admissions & Promotions Committee Chair and Dean, Institutional Effectiveness, Research and Planning/Designee with eligible candidate list and application spread sheets.

Admissions & Promotions Committee:

- Establishes cut off score in collaboration with Dean School of Nursing and Director, OES

Acceptance**Designated OES staff:**

- Notifies applicants of acceptance status and deadline for returning Acceptance Email
- Sends preregistration session dates to accepted applicants.

Accepted applicant:

- Returns Acceptance Email indicating intent to enroll within two weeks of acceptance

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- Attends preregistration session
- Submits the following to OES:
 - Completed health forms from LAC + USC Medical Center employee health services
 - Current AHA BLS card for Healthcare Providers.

PROCEDURE DOCUMENTATION:

Application
Point System Scoring Sheet
Applicant Point Breakdown Database
Acceptance Email

REFERENCES:

California Code of Regulations, Title 16, Division 14: Board of Registered Nursing
SON Policy #710: Nursing Course Exemptions/Challenges
College Catalog
School of Nursing Handbook

REVISION DATES:

March 8, 2012
February 12, 2015
May 14, 2015
July 6, 2017
March 15, 2018
August 23, 2018
November 29, 2018
January 30, 2020